

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Complaint to a Telecommunications Company

Dear :

I have become extremely irritated by the numerous telemarketing calls I receive from your telecommunications company. Therefore, I am requesting that my name be removed from your calling lists immediately. If I continue to receive calls after I have submitted my opt-out request to you, I will be forced to file a complaint with the Attorney General's Office.

Your prompt attention to this matter is greatly appreciated.

Sincerely,

N A M E